

- Section 1: Items to Note and Criteria for Team Award
- Section 2: List of Individual Nominees and Submissions

Section 1: Items to Note and Criteria for I AM COD Awards

Award Amounts

Individual Awards (per semester)	Team Awards (per semester, per individual)
\$500.00	\$50.00

Criteria for I Am COD Individual Award

Nominators choose the criterion that best describes why this person is being nominated: *(multiple criteria may be selected)*

Core Values | Service Excellence | Exceptional Performance

Section 2: List of Individual Nominees

Individual (Nominee)	Nominator(s)
Antwan Standberry, Information Technology	Sandy McKeen (Registration)
Brandon Marshall, Library	Marcella Nowak (Library)
Ellen Farrow, Institutional Advancement	Margaret Hernandez, WRSA (Learning Commons)
Lisa Erl, Procurement Services	David Virgilio, Michelle Resnick (Financial Affairs)
Susan Fenwick, STEM Division	Emily Whitis (STEM)

Individual (Nominee)	Nomination Submission
Antwan Standberry	<p><i>Criteria: Core Values, Service Excellence, Exceptional Performance</i></p> <p>Antwan is a gem. His work is exemplary. He responds quickly to all requests for help with our phones. He is knowledgeable and hardworking. In Registration we receive thousands of calls per week, and it is imperative that the phones and our queue are working perfectly. Our ability to serve students over the phone is largely due to him and his team's professionalism and dedication. When Antwan is working with Registration, he greets us with a kind smile and friendly conversation. He never criticizes or complains, even when our request could be deemed as repetitive. We recently asked him for help updating our headsets to a more comfortable and longer battery life. He researched many options and found the perfect solution for our team. Antwan cares about our success, comfort and wants to provide his skills to make the college a better place. Antwan is sincere, kind, and genuinely cares about his job and his co-workers. His is also extremely modest and does not seek attention for his hard work. Antwan's work is behind the scenes, yet imperative to our success and we are so grateful.</p>

Individual (Nominee)	Nomination Submission
Brandon Marshall	<p><i>Criteria: Core Values, Service Excellence</i></p> <p>Brandon Marshall has only been here 2 years but has made a mark on the staff he supervises. His positive energy is reflected throughout his department, building a tight-knit team that truly enjoys working together. He has set up several group sessions with his staff where they can discuss ideas and issues. He has built a trust among his staff that allow them to come to him knowing they will be listened to respectfully and that he will do what is possible to address the issue. He is honest in his evaluations and can be relied on to do what is fair for all. Brandon brings this same</p>

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	<p>courtesy and respect when dealing with patron issues. He gives his full attention to the person he is talking to and stays calm and patient when explaining a library or college policy. Tense situations can arise with library study rooms and he always gets things under control. Just the other day Brandon dealt with a student seeming to deal with a mental health issue and he managed to calm the student down so that he could remain in the library. Brandon’s fresh insights are an asset to the department. He is always looking for ways to improve the workflow to better serve our students, anticipating what is needed to create a smooth process that can be appreciated by both the students and his staff. Brandon mentors his staff giving each more responsibilities according to their strengths, establishing a greater sense of purpose and accountability for them. He encourages those interested to register for workshops and conferences to broaden their scope. As a peer he is very supportive and working with him on projects I have found him to be a generous collaborator. The job aids we have created are all the better for his input. Brandon is a colleague who can be counted on.</p>
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Individual (Nominee)	Nomination Submission
Ellen Farrow	<p><i>Criteria: Service Excellence</i></p> <p>Ellen gives 150% to her job as the Manager of Annual Giving. She is willing to go that extra mile to attend any staff meeting, have conversations in the hallway, or jump in a Zoom to discuss ways to connect with the Foundation. Each year I look forward to seeing her in my door jamb with COD swag or looking for an opportunity to see how she can help spread the word about playing their part with my team. Her professionalism, attention to detail, and sensitivity she displayed when we started a scholarship for one of our 25-year-old employees who died of Neuroblastoma were very appreciated. So too, has her follow up each year notifying me about where the fund stands financially and how many donors have contributed. Her work with the fall campaign Big or Small: Play Your Part was outstanding. You could no NOT know about the campaign. It was done powerfully, yet gently. She goes beyond the call of duty to build relationships with COD faculty and staff on campus. Even going so far as to make homemade banana bread loaves for people in which she is grateful. She personifies service excellence. I welcome her in my door jamb any time.</p>

Individual (Nominee)	Nomination Submission
Lisa Erl	<p><i>Criteria: Core Values Service Excellence, Exceptional Performance</i></p> <p>Lisa has been formally in her current position of Contract Specialist since June 2022, but was working on contract-related duties and tasks for a few years before officially being placed into that position. Lisa works directly with the</p>

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	<p>Procurement office, but she is the College's only Contract Specialist. Every single contract or agreement (which all require approval/signature from the VP of Administrative Affairs) is reviewed by Lisa first. Lisa's willingness to work with every department in the College, and patience with vendors ensures that every contract meets the College's standards and complies with policy and, in some cases, state statute. In 2020 the College implemented a new electronic Contract Management system. Lisa makes sure all users are routing contracts through that system and takes meticulous notes within the system, and also makes sure all the relevant documents, drafts, communications, and decisions are kept track of. Lisa has recently completed a thorough and in-depth job aid on how to use the ESM Contract Management System. The job aid is available on the Procurement team site, and in Cornerstone. The job aid walks users through how to create a contract record in the system, to how approvers can approve them and also includes several screen shots and a process workflow. In December, 2023, Lisa will be participating in the second meeting of the Administrative Support Networking Group, in which the topics include Procurement and Contracts. Lisa is always willing to help provide training, answer questions, or meet one-on-one with users to make sure they know how to successfully navigate through the process.</p>
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Individual (Nominee)	Nomination Submission
Susan Fenwick	<p><i>Criteria: Service Excellence, Exceptional Performance</i></p> <p>Susan exemplifies everything an exceptional higher education staff member should be! She is the most kind, sincere, and helpful co-worker I have ever encountered. On a daily basis she goes above and beyond what her job description entails to help me, but more importantly, the students we serve. For example, this past week Susan agreed to attend and help with a PUMA STEM club meeting that I was running for underrepresented minority students seeking STEM degrees (this was not part of her job, by the way, these were not SSTEM scholarship students under her purview). Not only did she come armed with supplemental information that would be helpful, she took the time to personalize the handouts with whatever would be most applicable to the students that came. She did not have to do any of this. She took the extra time out of her day to help a student completely out of the blue. One student who approached her at the meeting said, "Wow, this was so helpful. I never would have found out that this resource existed without you." And this is one of countless times I have witnessed this. Another instance, she took the time to compile an entire Excel spreadsheet of summer internship opportunities that she researched and shared with students who she thought could use the information. So many students continually benefit from this. And two students actually went on to do Fermi Lab internships because of this. They admit, without her, they never would have found this opportunity! I couldn't possibly put into words how many separate instances Susan has helped me and more importantly, the students we serve! She is very deserving of this award.</p>

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